

CM/ECF Quick Tips for Attorney Users:

Maintain Your Account

Mail Information for Attorney

You have the ability to change your email address, input additional email addresses (your secretary or paralegal for example) to receive electronic notices in your cases, receive email notices in other cases in which you are not a party, choose whether you want to receive a notification of everything that is filed in your cases as soon as it is filed or if you wish to receive a single daily notice of all activity in your cases, and choose the format of your email notification. To do so, take the following steps:

- Click on [Utilities](#).
- Click [Maintain Your Account](#).
- Click on [Email information . . .](#).
- The following screen opens:

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
<input type="text" value="jane.smith@law.com"/>	<input type="text" value="HTML"/>	<input type="text" value="Individual NEF"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Hide Options"/>
<input type="button" value="Add Additional E-mail Address"/>	<input type="button" value="Return to Person Information Screen"/>		<input type="button" value="Clear"/>		

Your primary email address will appear here. If you want to monitor additional cases in which you are not involved go to the drop down arrow under the Additional Options heading on the right hand side. Choose Additional Cases from the list and then move below the dash line. Change [Show](#) to [Add](#) next to Additional Cases to Receive NEFs in the next section. Enter the case number in the box (i.e. 1:06-cv-123) and then click Add to List. When you have finished, Click on the [Return to Person Information Screen](#) button. Click [Submit](#). You will now see a listing of all the cases attached to your name. Update All should be highlighted. Click [Submit](#) and you will receive verification that your additional case(s) have been added to your account.

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
<input type="text" value="jane.smith@law.com"/>	<input type="text" value="HTML"/>	<input type="text" value="Individual NEF"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Additional Cases"/>
<hr/>					
<div><input type="button" value="Add"/> Additional Cases to Receive NEFs</div> <div><input type="text"/></div> <div>Enter case number <input type="text" value="1:06-cv-123"/> and click <input type="button" value="Add to List"/></div>					
<hr/>					
<input type="button" value="Add Additional E-mail Address"/>	<input type="button" value="Return to Person Information Screen"/>		<input type="button" value="Clear"/>		

If you want to add an additional email address:

- Click on [Add Additional E-mail Address](#) and the following screen will appear:

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
jane.smith@law.com	HTML	Individual NEF	Yes	Yes	Hide Options
bob.smith@law.com	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options

If you want the additional email address to receive notices in all of your cases place a check mark in the box under [In All My Cases](#). If you only want the additional email address to receive notices in certain cases click on the arrow in the box under [Additional Options](#). Select [Specific or Additional Cases](#). Click on the arrow in the box that says [Show](#) next to Specific or Additional Cases and choose [Add](#). You will see the following screen:

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
mdddb_cmecftestatty@mdd.uscc	HTML	Individual NEF	Yes	Yes	Hide Options
cm_ecf@hotmail.com	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specific or Additional Cases

Specific or Additional Cases to Receive NEFs

Enter case number and click

Fill in the case numbers for which you want the additional email address to receive notification in the format of 1:06-cv-116 and click on [Add to List](#). Continue doing this until you have entered all of the cases in which the additional address should receive notice. If you have more than one secondary address on your account, each address may be configured to receive notice in different cases. NOTE: no more than 2 additional email addresses should be added. You are limited to a total of 3 email addresses per account.

- Click on [Return to Person Information Screen](#).
- Click on [Submit](#). You must do this so that any changes you have made are uploaded into the system. If this step is not done, the system will default to your old information.
- The system searches for existing Attorney Records, then prompts you to select the cases to be updated. Click on [Update All](#), then [Submit](#) so that all cases to which you are linked will be updated.